Development Assistant

REPORTS TO: TREE Fund President and CEO

POSITION TYPE: Full-time, exempt, salaried employee

OFFICE LOCATION: Virtual

OTHER EXPECTATIONS: Very occasional limited travel (less than 5% of annual work time, with more than 60 days' notice of any required trips outside of the metro Chicago area) may be required; TREE Fund's employee handbook defines all other workplace expectations.

DUTIES AND RESPONSIBILITIES:

- Serving as primary TREE Fund eTapestry development data administrator, to include data input, tracking reports, analytics, donor recognition documentation, creation of appeal letter lists and mail pieces for president/CEO signature, and interface with other related office data systems, e.g. Blackbaud Merchant Services, JustGiving, Constant Contact, QuickBooks, point of sale systems, etc.
- Managing the TREE Fund's webinar program, to include identifying and booking speakers, hosts, and facilitators, coordinating all necessary logistics with Auburn University and any other identified webinar hosts or providers, coordinating continuing education credits with International Society of Arboriculture (ISA), Society of American Foresters (SAF) and other accrediting organizations where applicable, and marketing the webinar program.
- Managing relationships with the TREE Fund printing and production vendors, to include printing, mailing, publishing, signage and other tangible production activities.
- Lead for the TREE Fund sponsored events (either virtually or in person), such as the TREE Fund After Hours friend-raising event at the International Society of Arboriculture International Conference.
- Other duties as assigned, to include participation in other TREE Fund Committee calls at the president/CEO's direction.

Skills:
- Proficient in Microsoft Office Suite including but not limited to Excel, PowerPoint, and Word (specifically mail merge)
- Proficient in Blackbaud products, specifically eTapestry database software and Blackbaud Merchant Services payment processing software
- Familiarity with JustGiving peer-to-peer fundraising solution
- Familiarity with WordPress
- Familiarity with Constant Contact
- Working knowledge of creating mail appeals including but not limited to creating mailing lists, working with printers and mailing house
- Ability to lead/create donor events
- Ability to communicate effectively with a variety of constituents including but not limited to trustees, researchers, donors, volunteers, and vendors.

- Ability to lead/host in-person and virtual volunteer committee meetings and educational webinars
- Ability to lead/manage project and anticipate/manage problems